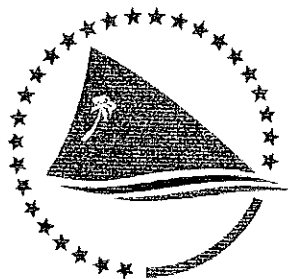


**SECRETARIAT OF THE
PACIFIC COMMUNITY**

BPD5
98848, Noumea Cedex
New Caledonia

TELEPHONE: +687 26.20.00
FAX: +687 26.38.18
E-mail: spc@spc.int



**SECRÉTARIAT GÉNÉRAL DE LA
COMMUNAUTÉ DU PACIFIQUE**

BPD5
98848 Nouméa Cedex
Nouvelle-Calédonie

TÉLÉPHONE: +687 26.20.00
TÉLÉCOPIEUR: +687 26.38.18
Mél : spc@spc.int

In reply please quote file: **PRO 19/3**
En réponse, veuillez indiquer :

18 August 2008

Ms Elnah Tait
Honiara
SOLOMON ISLANDS

Dear Ms Tait

This letter offers you a Consultant Services Contract to be a Project Officer for the OLPC project in the Solomon Islands. The Job Description is attached for your information.

TITLE OF POST	Project Officer, OLPC Solomon Islands.
JOB DESCRIPTION	See attached.
SUPERVISING OFFICER	You shall report to SPC via your Supervising and Reporting Officer, David Leeming.
TENURE	Six months starting on 1 st August 2008. Total 90 days, to be completed before February 28 th , 2009.
LEAVE	Non-working days including weekends are regarded as unpaid leave. You are free to engage in other paid work including for Batuna AVC during time not charged to this contract.
SALARY	<p>This is a part time, output-based contract. A fee based on SBD 120 per day for 15 working days per month, maximum of 90 working days shall be paid to you for the duration of the assignment. The total fees of SBD 10,800 will be paid to you over the following schedule, on receipt of your invoice:</p> <ol style="list-style-type: none">1. SBD 3,500 upon signing of this contract2. SBD 3,500 upon receipt of timesheets with evidence of 45 days work3. SBD 3,800 upon receipt of timesheets with evidence of completion of 90 days work plus final report
PLACE OF DOMICILE	For the purpose of this appointment, your place of residence will be Batuna, Marovo, Western Province, Solomon Islands
DUTY STATION	You will be based in Batuna and use the Batuna VTC computer facility
DUTY TRAVEL	You will be required to make bi-weekly visits to Patukae and Sombiro (2 visits per month per site). You will travel by the most affordable means (i.e. Express or shared cost canoe where possible, but will hire canoe if the only means available. You will receive the budget imprest in instalments in total SBD 10,500 for travel and per diems and will retire each tranche before SPC will pay you the next instalment:

1. SBD 3,500 on signing this agreement
2. SBD 3,500 following 30 days work and retirement of the previous tranche, less any balance not retired
3. SBD 3,500 following 60 days work and retirement of the previous tranche, less and balance not retired

PER DIEM

You will receive per diem of SBD \$100 per night for travel away from the duty station, providing the overnight stop was necessary for the purposes of the work carried out, as per your report. You will claim the per diem from your travel budget.

COMMUNICATION OF INFORMATION

Staff member shall exercise discretion and common sense regarding all matters of official business. They shall not discuss and confidential matters related to official business or communicate to the press or any person any information known to them by reason of their official duties, except as part of their duties or by authorisation of the Director General or by his authorised representative.

OATH

You are required to subscribe to an oath, affirmation or declaration that you will serve only SPC's interests as outlined below.

OTHER CONDITIONS

There are no other benefits apart from those described below.

GENERAL

Such other terms and conditions shall apply as are set out in the Staff Regulations and Staff Rules as they are now and as they may be amended from time to time. The terms and conditions of this agreement may be supplemented or amended by mutual agreement between you and the Director General.

Please sign and return as soon as possible, a signed copy of this letter, to indicate your acceptance of the assignment and the terms and conditions.

Yours sincerely



Dr Jimmie Rodgers
Director-General

The Director General
Secretariat of the Pacific Community
Noumea
New Caledonia

Dear Director General

I hereby accept the offer of appointment and the terms and conditions outlined above. In addition,

"I solemnly swear (affirm, undertake, promise) to exercise in all loyalty, discretion and conscience, the functions as entrusted to me as a member of the international service of SPC, to discharge those functions and regulate my conduct with interests of SPC only in view, and not to seek or accept instructions in regard to the performance of my duties from any government/administration or other authority external to SPC".

Signature _____ Date _____

SECRETARIAT OF THE PACIFIC COMMUNITY

JOB DESCRIPTION

Under the auspices of the Pacific Plan Digital Strategy, SPC has coordinated the development of three information and communications technologies, namely the network of submarine cables (SPIN), the low cost satellite-based Pacific Rural Internet Connectivity System (RICS) and the Oceania One Laptop Per Child (OLPC) initiative. Pacific Islands Forum leaders in the Tonga 2007 meeting have endorsed all three initiatives and in the case of the OLPC have requested SPC and PIFS to consult with Ministries and Departments of Education in more countries and to provide feedback to the 2009 Forum for their consideration.

In response to the request by Pacific Islands Forum Leaders for SPC and PIFS, SPC has negotiated and accessed a number of OLPC laptops from OLPC in Boston, to conduct a multi-country pilot with respective Ministries/Departments of Education with the view to provide a progress report to the Forum Leaders Meeting in Niue, August 2008, with a fuller report presented to the SPC governing body meeting in October and a complete for the full Pacific Pilot on OLPC to be presented to the 2009 Leaders Meeting and the SPC Conference.

Mr David Leeming has been contracted by SPC to coordinate the launching of trials in eight countries, namely PNG, Solomons, Nauru, Kiribati, Vanuatu, Tuvalu, New Caledonia and Niue.

In the Solomon Islands, the Ministry of Education and Human Resource Development (MEHRD) has instructed SPC to conduct pilot trials in three locations where some initial OLPC demonstrations had already been carried out under their DLCP project, namely Batuna, Patukae and Sombiro Primary Schools. 75 laptops will be distributed between the three schools, with Mr Leeming assisting the Ministry in the initial deployment and training, on behalf of SPC.

The MEHRD has developed a framework of objectives and an evaluation framework (attached) for these trials. The duration of the evaluation period will be 6 months, with an interim report after three months.

To support the three schools in close collaboration with the MEHRD and the Western Province department of education, SPC is recruiting you to continue a program of teacher training, monitoring, technical support and reporting.

During this engagement you will be working in close collaboration and receiving leading guidance from, and will report to the MEHRD via SPC, with Mr Leeming as your reporting and supervising officer.

The terms of reference for the consultancy are:

1. Complete the teacher and student training program completed at Batuna during the week beginning 21st July 2008, at Patukae and Sombiro Primary Schools. You will refer to manuals and training lesson plans developed on the Wikieducator OLPC Oceania section, with advice and guidance from David Leeming. The material will be found at the site below, as well as being emailed to you by Mr Leeming:
 - http://wikieducator.org/OLPC_Oceania
2. Facilitate/coordinate local arrangements for technical visits by partners of the project including MEHRD, PFnet and DLCP, and Mr Leeming as required. This will include visits with the following objectives:
 - Installation of school servers, Internet connections and associated power supplies;
 - Monitoring and evaluation
 - Awareness / familiarisation and consultation
 - Additional technical training inputs and provision of server resources.
3. Work closely with the teachers of each school, with regard to the topics below. This will be achieved through meetings held at Batuna, Patukae and Sombiro at least twice per month per site.

On each occasion you will consult with the teachers, discuss, give advice, and record all feedback for reporting, with regard to:

- Technical ability to operate the laptops and activities, and access the resources on the school server
 - Integration of the laptops into classroom teaching and learning
 - Supervising teachers in the collection of data for evaluation, using methods as advised by Mr Leeming and at your own initiative and that of the teachers and other education officers
 - Community and parental feedback and relations with the school
 - Technical issues (supported by David Leeming)
 - Other matters as appropriate and at your own initiative with the goals of OLPC in mind.
4. Arrange monthly meeting (i.e. one of the two monthly visits to each site) in collaboration with the Provincial education officers, to provide support as in (3) above but with a special focus on monitoring and evaluation. These meeting will be held for the collection of data for the evaluation, using the methods and documents provided by Mr Leeming. The data collected will include:
 - Feedback collected from teachers (diaries, etc)
 - Responses to interviews with teachers, parents and from community meetings
 - Observation of lessons conducted with examples of OLPC laptop use
 - Informal sessions with students to observe their uptake and obtain feedback.
 5. Write monthly reports and email to Mr Leeming. These shall include sections on the following, plus others as required:
 - Summary of work done, progress, days worked, and budget usage
 - Summary of meetings held at each site
 - General summary of progress and observations, from the viewpoint of (a) teachers, (b) students, (c) parents and (d) community
 - Progress and feedback on integration of the laptops into classroom teaching and learning
 - Any technical issues
 - Anything of particular importance under the headings of the evaluation framework attached.
 6. The third such report as in (5) above shall be deemed an “interim evaluation report” and you will pay particular attention to each of the objectives and sub-objectives in the evaluation framework attached. You will work more closely with Mr Leeming and education officers of the Ministry and Province, to finalise the format and content of this report.
 7. The final or sixth such report as in (5) above shall be deemed a “final evaluation report” and you will pay particular attention to each of the objectives and sub-objectives in the evaluation framework attached. You will work more closely with Mr Leeming education officers of the Ministry and Province, to finalise the format and content of this report.

Measurable Objectives for evaluation framework – Solomon Islands example

Objectives	Sub-objectives	Indicators and instruments (how it is measured)
Awareness raised of OLPC	Ministry, teachers, sector partners aware of: <ul style="list-style-type: none"> • The vision of OLPC • The function of OLPC/XO/XS 	<ul style="list-style-type: none"> • Consultation and briefing meetings held with the Ministry, schools and communities • Media awareness campaign • Interviews and surveys
OLPC used extensively in Teaching and Learning (In each sub-sector: Early Childhood, Primary, Secondary, TVET)	<ul style="list-style-type: none"> • The XO is used extensively in T & L • The XO is integrated into T & L • Teaching methods affected positively through the use of the XO in T & L, including more/improved: <ul style="list-style-type: none"> ○ Learning by Doing ○ Child-focused teaching ○ Group work/sharing/collaboration ○ Inclusion / engagement of all students • Improved curriculum as a result of the XO/OLPC project • Impacts seen in all sub-sectors, but mostly with early age education 	<ul style="list-style-type: none"> • Interviews and surveys • Teacher log books/diaries • Demonstrations by teachers for inspectors • Inspections by standards officers
Improved access to content	<ul style="list-style-type: none"> • New electronic content made available (in schools) • The school server is an effective source of content 	<ul style="list-style-type: none"> • Number of materials provided by <ul style="list-style-type: none"> ○ Ministry/curriculum ○ NGOs / partners of education sector ○ OLPC Oceania / SPC ○ Other
OLPC technology is technically feasible	<ul style="list-style-type: none"> • Teachers and students are able to use the laptops • Power supplies are feasible • Internet connectivity feasible where access is available • Required level of technical support is feasible • Equipment is reliable and functional 	<ul style="list-style-type: none"> • Interviews, consultations and surveys • Demonstrations by students for inspectors • Technical report on power and connectivity infrastructure <ul style="list-style-type: none"> ○ Options, performance, cost, • Number and type of equipment failures
Teacher capacity is built for/by the OLPC project	<ul style="list-style-type: none"> • Training (for XO) has built sustained capacity • Training system/schedule is effective 	<ul style="list-style-type: none"> • Interviews, consultations and surveys • Quick tests

	<ul style="list-style-type: none"> Teachers are able to integrate the use of XO in class-work Teachers have improved access to resources and training support 	
OLPC impacts positively on the school	<ul style="list-style-type: none"> Teachers and students regard the XO and OLPC project positively School seen more positively by the community Teachers have improved morale Absenteeism is reduced There is improved discipline Higher demand / enrolment / retention (teachers and students) 	<ul style="list-style-type: none"> Interviews, consultations and surveys School records Public meetings Parents meetings <p><u>Note:</u> OLPC/SPC will provide advice on survey instruments/questionnaires/inspections</p>
OLPC impacts positively on community	<ul style="list-style-type: none"> Community regard the OLPC positively Community have improved access to information and services More involvement of parents in the school 	